

ZAMBIA THERAPEUTIC ART (SC045462)

PRIVACY POLICY

ZTA is committed to the right to privacy and to handling information responsibly. People may share personal information with ZTA. We use this information to enable us to perform our work, to maintain our internal records, to maintain records of supporters and donors and to tell interested people about our work.

1. What information do we collect

We collect and hold the following types of information

- Information about workers (paid or unpaid) to enable us to perform our legitimate functions; such as name, address, telephone numbers, email address, records of review meetings.
- Information volunteered through the donation process such as name, address and email address or through electronic communication, by post or through our website or blog such as name, address and telephone number.

2. Opt-In

Donors and supporters will be asked to positively opt-in to receive further electronic, telephone or postal communications from ZTA. Anyone wishing to opt-out or delete their information from our mailing lists may do so at any time.

We will only hold personal information for as long as is necessary and will contact people at least every 2 years to update their agreement to our storing and using such information.

3. Accessing, changing or deleting the information we hold.

Subject to limitations set out in UK and EEA data protection laws, people have certain rights in respect of their Personal Data. In particular, they have a right of access, rectification, restriction, opposition, erasure and data portability.

Anyone wishing to obtain a copy of the information ZTA holds about them, change that information or to delete such information from our data systems, may do so by contacting ZTA – info@zambiatherapeuticart.org

4. Privacy Statement

A statement outlining the rights of individuals over their data will be attached to all public facing electronic media such as blogs, websites, etc.

5. Un-solicited communication

ZTA will never send un-solicited mailings or communicate with anyone who has expressed a preference not to be contacted

6. Sharing information

ZTA will not share personal information with any third parties except as may be required by law.

6. Information security

ZTA will do everything possible to ensure personal information is stored securely. Unfortunately it is not possible to guarantee the total safety of any data transmitted over the Internet. While ZTA will strive to protect personal information, we cannot ensure or warrant the security of any information transmitted to us. Once we receive personal information we make our best effort to ensure its security on our systems.

7. Data breaches

If there are grounds for believing there has been a breach of data security, the board are responsible for investigating and taking whatever action is necessary to prevent further data loss and informing data subjects if their personal data has been compromised.

A data breach may need to be reported to the police if criminal activity is suspected and to OSCR as a Notifiable Event.

8. Actions required of ZTA

The board of ZTA will appoint a Trustee to be responsible for data protection matters and will review this policy regularly.

All Trustees, paid workers, unpaid volunteers of ZTA will be made aware of their responsibilities and the requirements for the handling of personal data and provided with training where appropriate.

8. Further Information

Anyone who has concerns about the way ZTA handles personal information may contact the Information Commissioner at www.ico.org.uk or call 0303 123 1113.

The Trustees will review this policy every two years.

Date of Change:	By whom:	Comments:
23.03.18	SNWB	Policy drafted and circulated to trustees
20.02.20	SNWB	Reviewed and revised